

**OFFICE OF THE COMPTROLLER OF THE CURRENCY
FISCAL MANAGEMENT
PRIVACY IMPACT ASSESSMENT**

A. Contact Information

- **Name of system/application:** Fiscal Management
- **Office of Responsibility:** Office of Management
- **Contact information of the person completing this document, (Name, title, organization and contact information):**
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- **Contact information of the System or Program Manager, (Name, title, organization and contact information):**
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B. Qualification Questions:

- 1) Does this system collect any personal information in identifiable form about individuals?
Yes
- 2) Does the public have access to the system? **No**
- 3) Has a PIA been done before? **Yes**
- 4) Has it been at least three years since the last PIA was performed? **No**
- 5) Has the system changed since the last PIA was performed? **Yes**

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C. Data in the System/Application

- **Describe the information to be collected, why the information is being collected, the intended use of the information, and with whom the information will be shared.**

A Major Application that has program code and business logic to define the management, invoicing, receipt, transfer, or payment of OCC financials. The systems are for transactions or tracking of financial processes. They can be internal (staff benefits such as parking, fitness, transit subsidy and payroll) or external (vendor payments, assessment payments from banks, receipt of funds for PINS or FOIA). Information is shared with OCC employees working for the Office of Management and also with the Departments of Transportation, Agriculture and Treasury.

- **What are the sources of the information in the system?**

OCC employee-completed forms
National Finance Center (DoA)
Central Contractor Registry (DOD)
CitiDirect (CitiBank)
Treasury systems, i.e. HR Connect
Transportation systems, i.e. transportation subsidy (DoT)
Bank-One, etc (Lockbox)
IPAC

- **How will the data collected from sources other than Federal agency records or the individual be verified for accuracy?**

Lockbox activity for assessments and Citidirect purchase card files are reconciled to ensure accuracy.

Who will have access to the data and how is access determined?

Access is determined on a need-to-know or role basis. Please refer to the OCC Security plan

- **Describe the administrative and technological controls that are in place or that are planned to secure the information being collected.**

Refer to Security Plan

- **What opportunities will individuals have (if any) to decline to provide information or to consent to particular uses of the information?**

Enrollment procedures dictate consent in regards to information sharing between OCC and other agencies. OCC contracting policy requires vendors to register in CCR and supply information related to their corporate identifier and EFT information for use by the federal agencies with which they do business.

- **What is the life expectancy of the data and how will it be disposed of when it is no longer needed?**

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Financial records/data have a specified retention period of 6 years 3 months. Data archival and disposal procedures are currently being developed.

- **Does the collection of this information require a new system of records under the Privacy Act (5 U.S.C. § 552a) or an alteration to an existing system of records?**
No

The Following OCC Officials Have Approved this Document:

_____	<u>XX/XX/2004</u>
SIGNATURE	DATE

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SIGNATURE	DATE